

The following is a list of recently updated DFAS-CO Procedures that have been summarized by the DCMC Liaison Team at DFAS-CO. This will be provided as procedures are updated. One hard copy is provided to each District by the liaison office. If you desire a copy of the entire procedure or guidance, please contact the appropriate District POC as follows:

Keah Shields DCMDW 310-335-3298

Bart Hogan DCMDE 617-753-3359

or

Kathy Jenkins DCMDE 770-590-6705

DFAS-CO PROCEDURE UPDATES

SUBJECT: Revised Manual/Manual Procedures

Date Issued: April 24,1996

SUMMARY: A Manual/Manual payment is made when a check is manually typed for disbursement. The only time this process is used will be as follows:

- 1) A payment is required to avoid a large interest payment.
- 2) A formal written request from the ACO/PCO citing a nonrecurring contractor dire financial need.
- 3) To avoid expiration of funds.
- 4) IRS levy or court orders against contractors.
- 5) Directed by the Director or Associate/Deputy Director. A DFAS-CO Form 41 documents by signature approval for and completion of the entire controlled process.

SUBJECT: Prevalidation of Disbursements to
Obligations Void Procedures

DATE ISSUED: June 14,1996

SUMMARY: This procedure implements further controls to assure funding stations are properly notified of voided disbursements that have been prevalidated. This assures reversal of the funding stations expenditure data.

SUBJECT: Interim Guidance for Navy Foreign
Military Sales(FMS)-Object Class Field.

DATE ISSUED: June 18,1996

SUMMARY: Navy considers the Object Class Field an important link between STARS and MOCAS because it aids in the matching of FMS disbursements against unrecorded obligations. If the Object Class Fields in both systems mirror each other this will reduce NULOs, (Negative Unliquidated Obligations).

SUBJECT: Interim Guidance- Request for copy of
Contractual Document.

DATE ISSUED: June 20, 1996

SUMMARY: This guidance introduces the new 2-way form for requesting hard copy documents. This initiative was put in place to minimize the redundant requests for documents by DFAS-CO personnel. The DFAS-CO 4330 form must be completed prior to requesting the documents. This form will be used to aid in proper distribution of the documents when received by DFAS-CO. When initiated a copy is put on file so that the next person to need the same document will know it has already been requested and/or received.

SUBJECT: Interim Guidance- Transactions Which
Exceed the Treasury Limitation of
\$99,999.99.

DATE ISSUED: June 20, 1996

SUMMARY: This guidance supplements previous guidance to assure Invoice Control separates invoices over \$100M into smaller, separate invoices so that checks can be issued. All of these invoices would go thru prevalidation. The 1st invoice would be input into MOCAS using the original invoice number and shipment number and should contain the net amount due the contractor after all deductions are taken. The additional invoices should net to zero(0) and should be entered into MOCAS using the original invoice number and fabricated shipment numbers. This fabricated number will be SUP1 and the last 3 digits of the original invoice then SUP2 and the last 3 digits of the original invoice number ect. The first invoice will be input on the actual received date. Each supplemental will be input one each day following receipt.

SUBJECT: Policy on Creation of Contract Level
Negative Unliquidation Obligations
(NULO).

DATE ISSUED: June 21, 1996

SUMMARY: A contract level NULO should be determined by identifying the funds available on the bottom line of the CLR plus any amount that has been reduced to a penny as a result of the DFAS-CO interest policy associated with canceled funds. Only if contract level funding is available to cover the disbursement

amount will the ACRN level funding determine if the payment can be made.

SUBJECT: Interim Guidance for Deobligation or
Deletion of an ACRN with a WIP/WITHHOLD
Line CLR

DATE ISSUED: June 24,1996

SUMMARY: A systems change impacting the deobligation/deletion of an ACRN with a WIP or Withhold line on the CLR is installed on the North (MOCH) database. This change will eliminate the on-line capability to reduce the obligation of an ACRN to zero when there is a WIP or Withhold line on the CLR. Proper adjustments will now have to be made in a more timely manner at the beginning of the process to improve contract payment and close-out.

On July 20, this systems change was installed on the South(MOCG) database. On August 10, it was installed on the West(MOCL) database.

SUBJECT: Interim Guidance- Input of SPO730
Contracts

DATE ISSUED: June 25,1996

SUMMARY: DSCC contracts(SPO730) have been input incorrectly into MOCAS because an ACRN "CG" being pre-printed in block 17 of the DD1155 as a standard reference. The correct ACRN is separately listed in Section B. This "CG" ACRN identifies STOCK FUND appropriations. DSCC is being asked to x-out the "CG" ACRN if it is not correct for the individual contract.

DFAS-CO PROCEDURE UPDATES

SUBJECT: Interim Guidance- Force-Thru at
Supervisory Level on Accounting
Classification Records, and the Force-
Thru Reports.

DATE ISSUED: July 2, 1996

SUMMARY: Effective July 1, a systems change was installed in the North(MOCH) database. This restricts the capability of the Contract Input Technician to by MOCAS internal controls when establishing a credit ULO.

Two new reports have been developed to capture data on all obligation and disbursement transactions that were forced thru.

On July 20, this systems change was installed on the South(MOCG) database. On August 10, it was installed on the West(MOCL) database.

SUBJECT: Implementation of SF1081 Policy for
Adjustments between services.
DATE ISSUED: July 11,1996

SUMMARY: Upon implementation of CRS 2.3, Treasury Check
Issues/Cash Collections will no longer be used for adjustments
between services. SF1081, voucher and schedule of withdrawals and
credits shall be used to process adjustments between services.
They will be generated, vouchered, and reported automatically.
DFAS-CO reports individual transactions to the other centers who in
turn
report for the 3 Services to the Treasury. This is an important
step to eliminate Cross Disbursement Payments from MOCAS

SUBJECT: Interim Guidance for Canceled/Expired
Appropriations.
DATE ISSUED: July 12,1996

SUMMARY: On the West database(MOCL) a system change is
installed to identify by an ALPHA Indicator the year funds expire:

93-A
94-B
95-C
96-D
97-E
98-F
99-G

No longer will the system reduce to \$0.01 to prevent
payments. The \$0.01 created problems when processing correcting
adjustments closing contracts and contract level NULOs. Now MAAPR
message "contains canceled funds" will be generated.

This change affects DFAS-CO areas of Contract Input,
Contractor Entitlement, Line Item Research, Reconciliation and Cash
Management.

SUBJECT: Interim Guidance- Bureau Voucher
Number(BVN)Streamlining
DATE ISSUED: August 6,1996

SUMMARY: In response to an initiative by DCAA to authorize contractors with adequate billing systems internal controls to submit interim public vouchers(BVN) directly to DFAS-CO a system change was implemented on the West(MOCL) and South(MOCG) database.

This process begins when DCAA forwards the initial direct BVN submission approval letter to the Contractor and DFAS-CO. The approval is good for 1year. Four copies must be submitted with each interim public voucher.